



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF ADMINISTRATION
AND RESOURCES MANAGEMENT

Sample

Addressee

Dear "Client"

We are currently responding to the Environmental Protection Agency (EPA) Request for Proposal (RFP) No. _____ for the procurement of _____. The EPA is placing increased emphasis in their acquisition on past performance as a source selection evaluation factor. EPA requires Offerors to inform references identified in proposals that EPA may contact them about past performance information.

If you are contacted by EPA for information on work we have performed under contract for your company/agency/state or local government, you are hereby authorized to respond to EPA inquiries.

Your cooperation is appreciated. Please direct any questions to _____
(offeror's point-of-contact)

Sincerely,